

Memorandum

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TO : Director of Training

CONFIDENTIAL

DATE: 28 September 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 29
21 - 27 September 1965



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2. On 23 September Chief IS lectured to a Defense Intelligence School class of about 75 army, navy, and marine officers. The subject of the lecture was "The Nature and Significant of Strategic Intelligence."

3. At the Intelligence School staff meeting on the afternoon of 24 September all Faculty Chiefs were asked to urge their people to get their CFC and EAF - PSAS pledges and contributions in as soon as possible. A deadline of 30 September was set.

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B

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 27 September 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 29
20 - 24 September 1965

1. Intelligence Orientation

IOC #79 ended on 24 September with an interested student body of 59. The analysis and individual evaluations of the final examination results will not be completed for several days, but a preliminary scanning suggests that the group as a whole did well. Again, our review device was received enthusiastically.

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2. Special Orientation for []

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We are ready to go on the seven-day Special Orientation for [] beginning 4 October at 1000 Glebe Road. Outside speakers have been held to a minimum, with the bulk of the presentations to be given by IOF and IPF staff members.

3. Intelligence Orientation for CT's and Intelligence Review Courses

Preparations for the October CT Orientation scheduled to begin 11 October and for Intelligence Review (11) scheduled to begin 28 October are continuing. The CT schedule arrangements are almost complete, with all but one speaker confirmed.

4. Meetings with Exec. Director-Comptroller

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[] met with Col. White last week to assist him in the preparation of the lecture on Agency organization which he is giving at the National Interdepartmental Seminar on 29 September. We have provided him with detailed notes and background material taken from some of Mr. Kirkpatrick's talks, from our own briefing notes and from our training materials.

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f. On 22 September, and again on 24 September, the IOF conducted two afternoon briefings at Andrews Air Base for two successive "alert status" detachments tied in to the National Military Command Center. Messrs. [redacted] gave the first briefing on CIA's role and mission in the NSC and intelligence community, as well as on the Agency's mission and functions in support of the DCI. [redacted] gave the second afternoon briefing.

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Memorandum

TO : Chief, Intelligence School

DATE: 27 September 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 29
20 September - 24 September 1965

1. The Training Manual on the Office of National Estimates is nearing completion. [redacted]

[redacted] collaborated on the production. The first draft impressed me so favorably that I am having it typed practically as is, and will coordinate it with Sherman Kent before having it published. The article in Foreign Affairs that I dug out for [redacted] is included in the readings as an excellent example of estimative intelligence, in retrospect (Cuba and Pearl Harbor). I think the Training Manual will be one of the best we have done.

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2. Conversations with the Registrar and Miss [redacted] have pointed the way to a possible solution to the classroom problem for the Intelligence Techniques Course. If the Support Service Course can be moved to Room 403, we can use the room presently assigned to Support Services, and we will make it do for two section rooms by using the curtain. This will have the added advantage of giving us section rooms close to the Vault, which is in constant use by the Career Trainees. Twenty-five people, the approximate size of the Support Services Course, can be squeezed into Room 403. Otherwise it would seem sensible to find room for the Support Services Course in the Headquarters Building where nearly all the people who teach the Course work anyway.

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3. [redacted] completed the China Familiarization Course, given 20-24 September at Arlington Towers. This course was a useful introduction to the Chinese language and provides a base for further study that will eventually make it possible to use native maps and atlases in developing the Geography of China Course.

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UNITED STATES GOVERNMENT

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Memorandum

TO : Chief/Intelligence School

DATE: 27 September 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 29
20 - 24 September 1965

MANAGEMENT #92

25X1A Management #92 is commencing at [] today with thirty-seven
25X1A enrollees. These are as follows: 18 - DD/I; 14 - DD/S; 5 - DD/P.
25X1A [] are handling this course today; Mr.
25X1A [] will join them at [] on the morning of 28 September at the
completion of the first portion of Phase II of the Managerial Grid for
the Office of Finance.

SENIOR MANAGEMENT SEMINAR

Set I of the prematerials are being forwarded to participants in the
Senior Management Seminar, 17-22 October 1965. We have received
all of the nominations except those from DD/P.

PHASE II OF PILOT PROJECT

25X1A Phase II of the Office of Finance Pilot Project in the Managerial
25X1A Grid began at 0900 25 September and concluded at 1230 on 27 September.
25X1A The Saturday night session ran until 1030 and the Sunday night session
ran until 1130. The twelve most senior people in the Office of Finance
headed by Messrs. Fuchs and [] comprised the group. In charge
of the program was []
[] was an
observer of all the proceedings and advisor to the consultants.

This exercise was a very intensive one. In the initial stages it did
not appear to be going well. This can be attributed to the considerable
time lag since the participants had Phase I; however, by mid-Sunday

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declassification

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afternoon the general tenor changed, and the Sunday evening session was very effective and productive. The participants, as well as Messrs. [redacted] now feel that this weekend training session was a considerable success. All hands now have a great deal of enthusiasm for getting on with Phase II as soon as possible for the remainder of the Office of Finance and for proceeding into Phases III and IV of the Managerial Grid Development Program. A detailed report will be submitted at a later date (after [redacted]).

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UNITED STATES GOVERNMENT

Memorandum CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 24 September 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 29
20 - 24 September 1965

1. Number in Clerical Induction Training: During the week of 13 - 17 September 1965, there were 55 trainees in Clerical Induction Training; of these 4 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 13 - 17 September 1965, there were 20 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 13 - 17 September 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	56	21
Shorthand	41	6

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 13 - 17 September 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	31	
Typewriting	22	4
Shorthand	3	0
Card Punch Operator		
Aptitude Test	0	

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



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5. Visitor Audits Clerical Induction Training Classes: Miss Webb from the Department of State visited and monitored Clerical Induction Training classes. She will be in charge of a pool of uncleared clerical personnel which is being established in the State Department.



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